

**RESTORATION ADVISORY BOARD MEETING
ALAMEDA NAVAL AIR STATION, ALAMEDA
MEETING MINUTES**

Held at
College of Alameda
555 Atlantic Avenue
Building F, Student Lounge
Alameda, California
April 19, 1994

Attendees: See attached listing.

AGENDA ITEMS:

I. Welcome

- Lieutenant (Lt.) Mike Petouhoff, Naval Air Station (NAS) Alameda Base Realignment and Closure (BRAC) Environmental Coordinator (BEC) opened the meeting by welcoming the attendees (approximately 40 people) and by introducing himself and his fellow BRAC Cleanup Team (BCT) members, Mr. James Ricks, Jr. from the U.S. EPA, and Mr. Tom Lanphar from the California Department of Toxic Substances Control (DTSC). Lt. Mike Petouhoff noted that tonight's meeting was the first meeting of the official Restoration Advisory Board (RAB) as the RAB members had been selected.
- Mr. Malcolm Mooney described the RAB selection process. The RAB member selection panel consisted of five people: the BCT members (three), Mr. Malcolm Mooney from the Base Re-use Advisory Group (BRAG) and Ms. Roberta Hough, the chairperson of the Citizens Advisory Committee (CAC). The selection panel reviewed 70 applications. The selection was based on objective criteria to ensure a broad representation of the diverse community interests. The RAB now is comprised of 2 Naval, 7 regulatory and 22 community members. Mr. Mooney explained that the criteria for member selection included factors such as: those who might be most affected by base closure, those who might be most effective in acting as an information conduit from RAB to community, those who possessed particular talents that would strengthen the RAB, position in the community, those closest to NAS Alameda geographically, and others. The community co-chair will be selected by the RAB members, and will work with Lt. Mike Petouhoff to promote adequate exchange of information between the RAB and the community.
- Lt. Mike Petouhoff outlined RAB member responsibilities including (1) review documents, provide comments and recommend priorities, (2) provide cleanup advice consistent with projected land use, (3) attend all RAB meetings, and report back to the groups they represent or the community at large as appropriate to serve as a conduit for information flow.
- The Navy co-chair responsibilities include the following: (1) consider and respond to all comments from the public, (2) establish a process by which the public will review documents and submit their comments, (3) coordinate with the community co-chair to prepare and distribute an

agenda before meetings, (4) prepare minutes to be reviewed by community co-chair following meetings, and make the minutes public.

The community co-chair responsibilities include the following: (1) ensure that community issues and concerns are brought to the table, (2) assist the Navy to ensure information is communicated in understandable terms, and (3) coordinate with the Navy co-chair to prepare and distribute an agenda before meetings and review and distribute the minutes.

II. RAB Member Introductions

Each of the RAB members stated their names and affiliations, or position in the community.

Lt. Mike Petouhoff	NAS Alameda/BEC
James Ricks, Jr.	U.S. EPA
Tom Lanphar	DTSC
James Nusrata	RWQCB
Ravi Arulananthum	Alameda County Health
Denise Klimas	NOAA
Jim Haas	U.S. Fish and Wildlife
Dr. Michael Martin	CA Fish and Game
Roberta Hough	Community Advisor
Malcolm Mooney	BRAG
Maurice Ballard	Community Member
Ronald Basarich	Real Estate
Chris Basina	NAS Environmental Worker
Saul Bloom	Arms Control Research
Ardella Dailey	Alameda Schools
Ed Dankworth	Community Member
Elizabeth Darby	Committee for Disabled
CDR Al Elkins	Base Transition Coordinator
Frank Encino, Jr.	Carpenter's Local 713
Dr. John Healy	Schools/Navy League
Richard King	Business Owner
Pamela McCallum	Midway Shelter
Bert Morgan	Community Member
Ken O'Donoghue	Community Member
John Raphael	Homeowner's Association
Kent Rosenblum	DVM/Business Owner
William Smith	Sierra Club
Corrine Stefanich	Community Member
Lyn Stirewalt	Community Member
Kathy Teller	Attorney - GSA
Michael Torrey	Community Member

III. RAB Organizational Issues

- Mr. James Ricks opened the discussion by suggesting to the RAB that members should discuss the questions: Why has the RAB been established, what will members do in their position, and what is the goal of the RAB? The RAB should develop a mission statement and a set of operating parameters; some of the issues to be addressed include frequency of meetings, protocol for document reviews, mediating differences of opinion within the RAB, protocol for disseminating information to the community, and other issues. Mr. Ricks emphasized that the RAB members should discuss their commitment to the process and that all members should get to know one another so they develop an effective working relationship.
- Mr. Tom Lanphar announced that RAB members have been provided an orientation package; the package includes executive summaries of several documents, a review of current activities, minutes of the last RAB meeting, and a list of all RAB members. He also proposed a facility tour for the RAB members, and solicited requests for what the RAB members would like to view during a tour. Mr. Lanphar suggested the tour include the information repository library. He also suggested the RAB develop a training program to help members learn about various regulations or technical aspects of the activities ongoing at NAS Alameda. There will be a free training for RAB members at San Francisco State University on May 14 and 15; the training will address issues such as what RAB membership means or how to develop and operate a RAB.
- Lt. Mike Petouhoff noted that some of the organizational issues to be considered include document review protocol and meeting times. Regarding document review protocol, it is suggested that all RAB members need equal access to documents; because some documents are very large, it may be best to produce copies of only the executive summaries (to avoid copying thousands of pages). The full documents would be available in the established libraries. Another suggestion is to create a focus group that would review the documents and report/make recommendations to the rest of the RAB. He asked for suggestions regarding document review protocol. Regarding meeting times, Lt. Mike Petouhoff said the RAB should decide among themselves the appropriate frequency for meetings.

IV. Choosing a Community Co-Chair

- Ms. Sherri Withrow discussed the selection of a community co-chair person. She suggested the RAB develop a selection method. Ms. Withrow also asked if RAB members would share phone numbers among the group to encourage communication among RAB members.

V. Draft Charter for RAB

- Lt. Mike Petouhoff opened the meeting for discussion among RAB members for selecting meeting times and working on a mission statement.

Floor: Regarding the meeting schedule, RAB members discussed days of the week that are best for all and locations that are available.

The decision is made to have meetings on the first Tuesday of each month at 7:30 p.m. The locations may vary; Miller School, Woodstock Elementary School, College of Alameda, and the

Officers Club at NAS Alameda are possible locations. The next three meetings are scheduled for May 3, June 7, and July 5, 1994.

- Lt. Mike Petouhoff asked the RAB for comments/requests regarding a site tour.

Floor: RAB members discussed days and times that are best for a tour.

There is consensus that a Saturday afternoon, after 2:00 p.m. would be good for all members; the date will be set at the next RAB meeting.

- Lt. Mike Petouhoff asked the group how they would like to approach the development of a mission statement. Mr. James Ricks suggested that the commitment to the RAB and ownership of the RAB could be strengthened by all members participating in the development of a mission statement.

Floor: The development of a mission statement is a long and tedious process. The process requires alot of time. In the interest of time, it would be best if the Navy or the BCT developed one or a few and presented them to the rest of the RAB for comment.

The BCT members agreed to prepare some draft mission statements, and that these can be sent to the RAB members for comment.

Floor: Will the priority for cleanup of sites that are ready for transfer be taken into consideration in developing a mission statement?

Lt. Mike Petouhoff explained that the priority of site cleanups is being addressed under the Navy's Installation Restoration (IR) Program, and such issues will be discussed at future meetings; however, this will not be a consideration in the development of a mission statement for the RAB. The RAB's mission statement will focus on how the RAB will interact with the community and among themselves to convey information to all concerned parties about the cleanup and transfer of property.

Floor: There is guidance for establishing the purpose and function of a RAB; EPA, DTSC, and DOD have published these guidance documents. These documents suggest limitations on what the RAB can do. The RAB should have an opportunity to review these guidance documents, or a select group should review these guidance documents and report to the rest of the RAB; then the mission statement should be developed.

Lt. Mike Petouhoff agreed with this recommendation.

Floor: Other suggestions from the floor for development of a mission statement included the following: (1) the executive summary of the BRAC Cleanup Plan (BCP) might be a good starting point for the mission statement, (2) having RAB members read documents in the repository to familliarize themselves with the history of the IR program; these measures could help in the development of a mission statement. The RAB members should not be concerned if they feel they

are not technically equipped to understand all aspects of those documents because the BCT is committed to helping the RAB interpret technical information and educate the RAB in all aspects of the environmental cleanup of the base.

Lt. Mike Petouhoff reiterated the goals of the RAB: (1) to ensure the protection of human health and the environment, (2) to coordinate cleanup and community reuse, and (3) to provide community advice and analysis of cleanup costs and benefits.

Floor: Can the RAB recommend contractors for cleanup work to be done at the base?

Lt. Mike Petouhoff responded that contractor selection is not a function of the RAB.

Floor: The RAB is made up of representatives from various disciplines. Not all RAB members are equipped to interpret the technical documents and the analytical data that describe the problems at the base. Would it be a good idea to appoint a technical group of members who have the background and who could review the documents and report to the rest of the RAB?

Several questions/concerns were raised about review of technical data. One RAB member suggested the data be transmitted to the RAB in electronic format instead of hard copy. One member suggested the data be separated by types of contaminants or types of sites so that individuals or select groups could interpret information for the rest of the RAB. One member suggested that the RAB's responsibility is not to review and interpret data, but rather to provide checks and balances for the Navy to be certain the Navy is performing the cleanup in accordance with all pertinent regulations.

Floor: Is there funding available for this RAB?

Lt. Mike Petouhoff explained that there is no funding specifically for this RAB at this time, but the Navy is confident that the RAB activities will be funded in the future; he further explained that the funding amount for fiscal year 1994 is known, but still requires allocation.

Floor: Could a list of contaminants occurring on NAS Alameda be compiled for the RAB?

Lt. Mike Petouhoff responded that the data summary reports for several phases of work are available in the information repository; the chemicals of concern are identified in the data summary reports.

Floor: The suggestion is made that it would be good to select a community co-chair who has a technical background.

Floor: One RAB member posed several questions. Is there an end product for which the RAB is responsible? At the end of the entire process, will the RAB be responsible for making recommendations, or for documenting their observations? Will the RAB act as validators of the process or observers? What is the role of the RAB?

Mr. James Ricks responded. The RAB members will be deciding among themselves what they think their role will be; the BCT's opinion is not the only guiding factor for forming the role of the RAB. The RAB does not have a passive role; it is an active body that will participate in the cleanup of the base. One of the nine criteria in the National Contingency Plan (NCP) for cleanup is achieving community acceptance of cleanup decisions. The RAB will play a major role in meeting this criteria. The RAB members should ask themselves three questions: what are we doing, why are we doing it, and what is our goal?

The RAB has no executive authority, rather it's role is to provide comment. The RAB cannot influence decisions made with anything other than advice. The idea of the RAB is to get input from the community throughout the entire process, rather than wait until cleanup decisions are made to solicit input. This continual involvement should help to keep the Navy from overlooking important aspects of the cleanup process. The job of the RAB is to provide checks and balances to eliminate the possibility of surprising the community.

Floor: In the interest of allowing RAB members to become acquainted with one another, maybe the original RAB applications could be distributed to all members.

Ms. Sherri Withrow suggested that she could develop a format for biographical profiles from all the members; the biographical paragraphs could be distributed to all.

Mr. James Ricks suggested that the RAB members should get to know one another before selecting a community co-chair.

VI. BRAC Cleanup Plan

- Lt. Mike Petouhoff announced that the BRAC Cleanup Plan had been completed and sent to Washington D.C. A copy of the document is available in the information repository.

VII. Open Discussion

- Lt. Mike Petouhoff provided a brief update on the activities at Site 15, and noted that the executive summary of the engineering evaluation/cost analysis (EE/CA) for the removal action at Site 15 was provided in the orientation notebook. The EE/CA is now available for public comment; the public comment period will end on May 19, 1994.

Lt. Mike Petouhoff also provided a brief update on other activities at NAS Alameda. The remedial investigation/feasibility study activities are in progress. Also, the draft version of the ecological assessment for Sites 17 and 20 (Operable Unit 4) is available for public comment. Finally, the recent field screening investigation at Site 13 was introduced; the site soils are being screened for petroleum hydrocarbons using an optical cone penetrometer. The device is capable of providing real time information about relative concentrations of petroleum hydrocarbons in the subsurface. This technology will allow the Navy to accelerate investigations and is more cost effective than traditional sampling and analysis.

Floor: Would it be possible to provide maps of the base and of sites to the RAB members?

Lt. Mike Petouhoff said this is possible.

Floor: A point of clarification is necessary; the historical documents show that there is radioactive medical wastes in the base landfills.

Floor: Maybe it would be a good idea to make the biographical profiles of the RAB members available to the public.

Some RAB members respond that they may not be comfortable sending their biographical profile to the general public.

The meeting adjourned at 9:00 pm.

ATTENDANCE LIST

19 APRIL 1994 RESTORATION ADVISORY BOARD (RAB) MEETING MINUTES

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